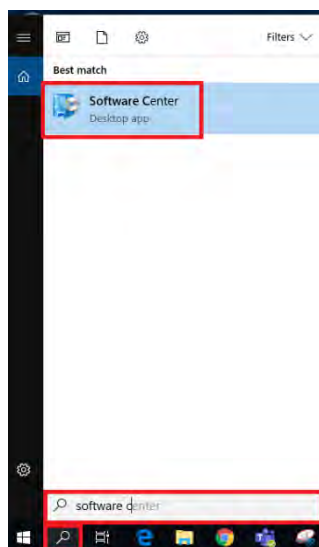


Windows 11 upgrade: installation instructions corporate network

These instructions and screen shots will help you if you're on the corporate network to install the Windows 11 upgrade on your computer.

Before you begin, please read the instructions fully as you won't be able to access them during the installation process, unless you have access to another device. You may wish to print these off. Please make sure your computer is plugged in so that it doesn't run out of battery during the upgrade.

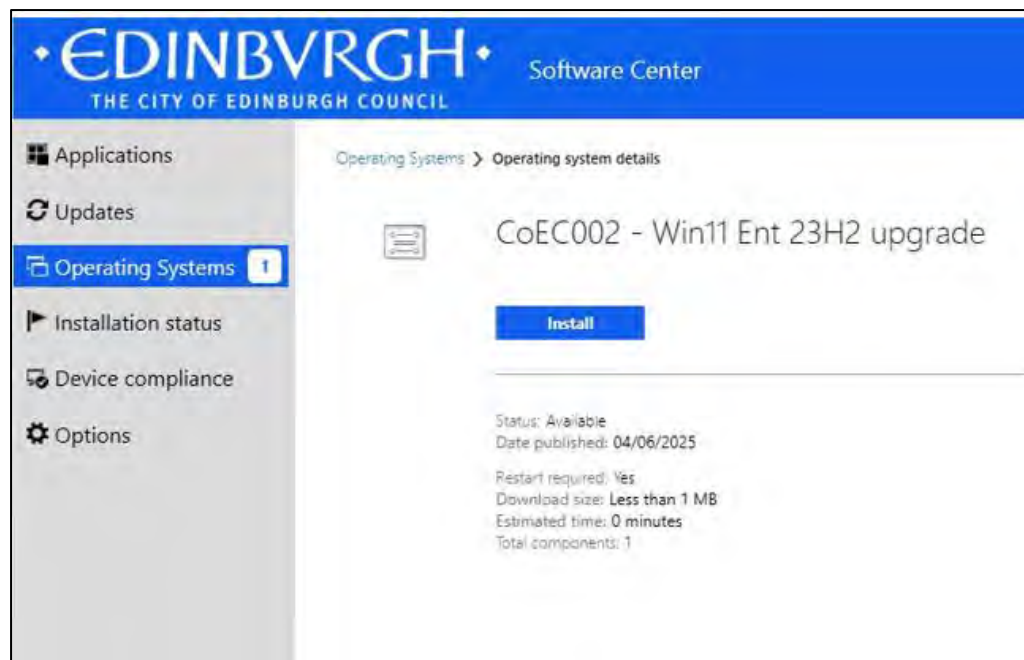
Click in the search field on the task bar at the bottom of your screen and type "**Software Centre**".



1. Click on **Software Center**
2. Click on **Operating Systems**
3. Click on **CoE002 Win11 Ent 23H2 upgrade**



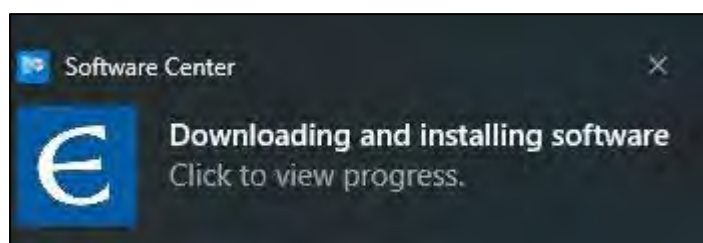
4. Click on **Install**



5. Click on **Install**



6. The following message appears:



7. The following message then appears:

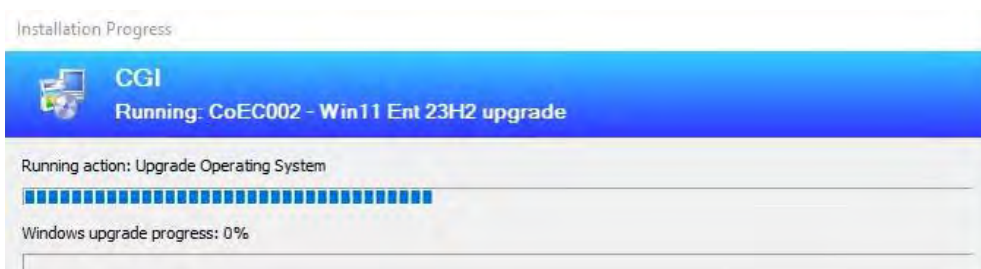
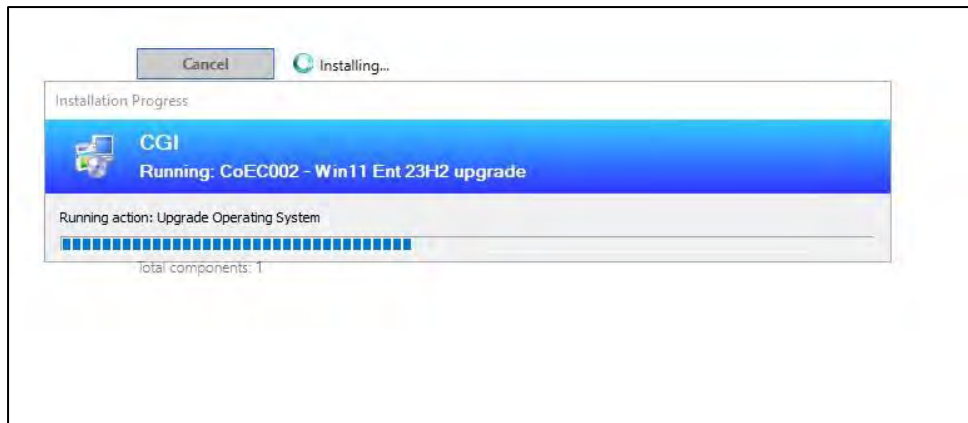


8. At this point the following message appears. Please ensure that you save and close all your documents and applications before proceeding. Click on **Install Now** once you are ready to begin the installation process.

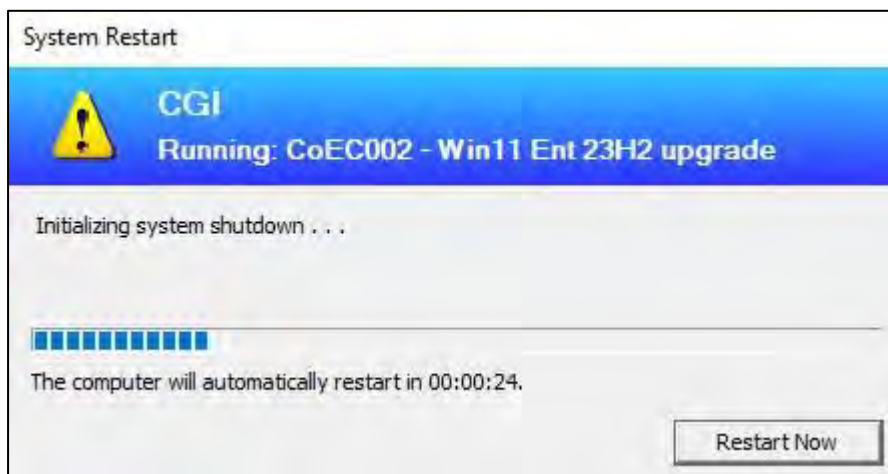
If the upgrade doesn't appear in this window, please contact the CGI Service Desk on 0800 085 7232.



9. Install starts



10.



The installation will progress.

The upgrade time varies depending on your computer and your internet connection. The upgrade download has taken between 1 hour and 7 hours. You can work as normal on your computer during the download time, but once the download has completed the install will commence and takes on average 1 hour 30 minutes. During the install period you won't be able to use your computer. Your computer will reboot several times during the install, and the screen may show black for extended periods.

We'd recommend you start the installation towards the end of the day and let it run during the evening. Once it's complete the computer will reboot.

Please note that the next couple of times you start up after the upgrade you may notice that it takes longer than normal.

Once it's installed the following screen appears with the Windows button in the middle of the taskbar:



New start menu will look like this:

